



Chicago Metropolitan
Agency for Planning

eTIP User Training
Understanding Program, Project, and
Amendment Versions and Status

April 2017

WORK FLOW, TIP ACTIONS, PROGRAM AND PROJECT VERSIONS



Chicago Metropolitan
Agency for Planning

Program & Project Versions

- eTIP is work flow based
- Each “TIP Action” or “Document” is numbered
 - Approved *program* of projects, as amended
 - Corresponds to FFY and amendment number
- Each project has sequential versions
 - Every amendment adds a new project version
 - Versions have different status

eTIP Fact Sheet: [Project Versions and Status](#)



TIP Actions – Work Flow

- Changes are considered to be “In Progress” until they are “Submitted” to CMAP staff
- Submitted changes will be “Pending” until reviewed
- Staff will either accept or deny submitted changes
- Only “Accepted” changes will be taken to committees for approval
- Denied changes will include a reason for denial, and will move back to the “In Denied” section of “In Progress” changes

In Progress Amendments
Amend TIP
2 In Progress 
16 In Denied 

Submitted Amendments
31 Pending 
120 Accepted 



Staff Review of TIP changes

- Staff views pending list – selects projects to review

AMENDMENTS PENDING REVIEW			PRINTER FRIENDLY				EXPORT TO EXCEL		ACCEPT	UNSUBMIT
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	SUBMITTED BY	DATE	CHANGE REASON	MATCH ALERT	MAP	DOC
01-94-0006	CMAP	16-05.2	Cta- 194.007 Red Line Extension from US 12 US 20 95th St to 130th CTA Red Line South Extension	Transit Line/Route Expansion	Leroy Kos	9/8/2016	Model info update	FY2010		<input type="checkbox"/>
07-94-0001	IDOT D1 Hwys	16-05.2	IL 394 Calumet Expy from I-80 I-94 to I-57 - IL 394 Connector - <i>Future Project</i>	Road Expansion	Pam Heurich	7/29/2016	Add, delete, or change fund sources, Other schedule change described below			<input type="checkbox"/>
11-16-0012	McHenry Co Council	16-05.2	W Diggins St, Potawatomi Way and Commanche Cir.	Road Expansion	Janell Jensen	7/25/2016	New Project			<input type="checkbox"/>

CONTACT CMAP 1.34s EMAIL ETIPHHELP@ECOINTERACTIVE.COM

- Review changes, add comments, save/accept/deny

MAKE ANY NEEDED CHANGES TO THIS BEFORE ACCEPTANCE.
CHANGES BETWEEN [PREVIOUS](#) AND THIS VERSION ARE HIGHLIGHTED IN RED.

PROJECT CHANGES (FROM PREVIOUS VERSION): Limits changed from "At Red Line Dan Ryan From 95TH ST US 12 US 20 To 130TH " to "At Red Line Dan Ryan From US 12 US 20 95th St To 130TH "

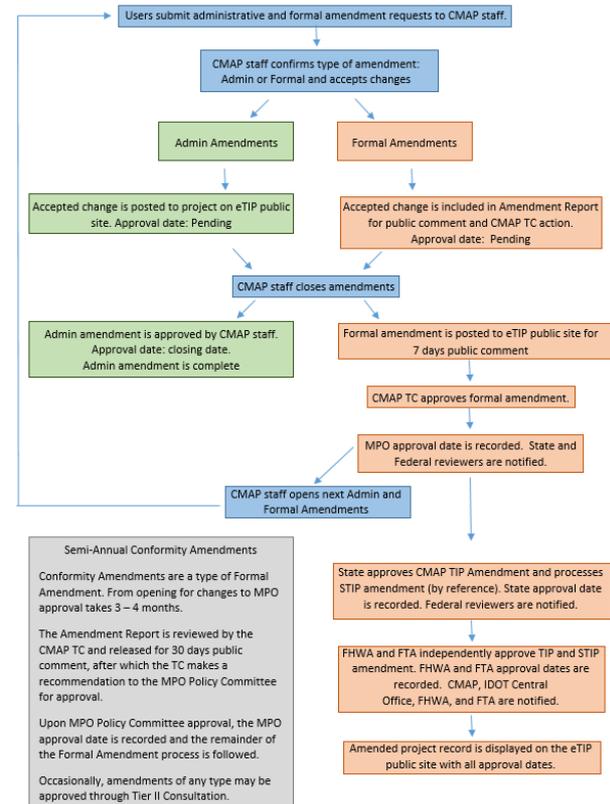
*Federal project cost stays the same \$201,011,000;
Total project cost stays the same \$1,451,926,000*

ACCEPTANCE/DENY COMMENTS



Amendment Review Flow

- User submits for CMAP staff review
 - Accepted Admin changes become Approved version
 - Accepted Formal/Conformity changes go to committee(s)
 - Committee approval triggers state review for inclusion in STIP
 - State approval triggers federal review
 - Federal approvals complete process and establish Approved version
- eTIP Fact Sheet: Amendment Flow



TIP Actions - Overview

- Adoption
 - Occurs once each year (Sept/Oct)
 - Carry forward projects into the new TIP document
 - Changes the “active” years of the TIP to correspond with start of federal fiscal year on Oct 1
 - Administrative changes only
- Amendments
 - Occur continuously throughout the year
 - Sequenced to CMAP’s committee schedule
 - 3 types: Administrative, Formal, Conformity



TIP Actions - Sequencing

- Numbered sequentially each FFY
 - Starting document for the FFY created via an “adoption”
 - Amendments are grouped for staff management and committee action
 - First formal amendment is “-01”
 - Admin amendments are separated by processing agency: FHWA or FTA
 - First admin amendment for FHWA is “.1”
 - First admin amendment for FTA is “.2”
 - Additional admin amendments in sequence
 - Second amendment group is “-02”
- FFY 17 example
- 17-00
 - 17-01
 - 17-01.1
 - 17-01.2
 - 17-01.3, 17-01.4, etc.
 - 17-02, 17-02.1, etc.



Project Versions & Status

- Each time a project is amended, a new version is created

Version History

VERSION	TIP	PROJECT TITLE	STATUS	MPO APPROVAL	STATE APPROVAL	FTA APPROVAL	FHWA APPROVAL
6	17-05 (FORMAL)	SPRINGFIELD DR FROM SCHICK R BUTTERFIELD DR FROM SPRINGFIELD DRIVE TRAIL FROM LAKE ST TO L	PROGRAMMED	<i>Pending</i>	<i>Pending</i>	N/A	<i>Pending</i>
5	17-01 (FORMAL)	SPRINGFIELD DR FROM SCHICK R BUTTERFIELD DR FROM SPRINGFIELD DRIVE TRAIL FROM LAKE ST TO L	PROGRAMMED	11/18/2016	11/21/2016	11/22/2016	11/22/2016
4	17-00 (ADOPTION)	SPRINGFIELD DR FROM SCHICK R	PROGRAMMED	10/21/2016	N/A		N/A.
3	16-00 (ADOPTION)	SPRINGFIELD DR FROM SCHICK R	PROGRAMMED	04/22/2016	04/22/2016	04/22/2016	04/22/2016
2	15-01 (ADMINISTRATIVE)	SPRINGFIELD DR FROM SCHICK R	PROGRAMMED	04/15/2016	N/A	N/A	N/A
1	15-00 (ADOPTION)	FAU 3809 SPRINGFIELD DR FROM (SPRINGFIELD DR LAFO)	PROGRAMMED	06/29/2015	6/29/2015	6/29/2015	6/29/2015

- A version is either the “Approved” version, or is a proposed amendment that is “In Progress”, “In Denied”, “Pending”, or “Accepted”.



Determining Project Status

- My Projects List view (default for read-only) is always the latest version
- ID search or Advanced Search results will display status icon

TIP ID	TIP	LEAD AGENCY	TITLE	PROJECT TYPE	WORK TYPE	EXEMPT	TOTAL COST	MAP	DOC
02-13-0002	17-05.1	 North Shore Council	FAU 2791 Austin Ave. from FAU 1328 Lincoln Ave. to FAU 1332 Oakton St.	Road Maintenance	H-INTRC, H-RCINKND	Exempt	\$3,365,539		

- Project version and TIP Action displayed in project records
 - Version status displayed in yellow box

TIP ID: 01-16-0028
VERSION: 2
STATUS: Deleted

LAST MODIFIED BY: Pam Heurich LAST MODIFIED DATE: 1/24/2017

TIP Programming | Obligation | Map | Project IDS | Documents | Amendment History

THIS VERSION IS READ-ONLY
 THIS VERSION IS PENDING APPROVAL
 PLEASE CLICK [HERE](#) TO VIEW THE LATEST APPROVED VERSION

Administrative Area 

ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE
17-03 FORMAL 2017-2021 ▼	No	Active Project	Exempt	NOT REQUIRED	



Individual Project Status

- Yellow message box displays the status of the record
- If not the approved version – provides a link
- For change review, provides a link to previous version

TIP ID: 02-06-0021 VERSION: 2 STATUS: In Progress - Programmed

LAST MODIFIED BY: Brian Pigeon LAST MODIFIED DATE: 3/11/2016

TIP Programming **Obligation** Map Project IDS Documents Amendment History

THIS VERSION IS READ-ONLY
THIS VERSION IS PENDING APPROVAL
PLEASE CLICK [HERE](#) TO VIEW THE LATEST APPROVED VERSION

Administrative Area Pdf

ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE
16-00 STIP 2016-2020		Active Project	EXEMPT	NOT REQUIRED	

Project Information

PROJECT TITLE [Spell Check](#)
Willow Rd from Winnetka Village Limits to Green Bay Rd.

PROJECT DESCRIPTION [Spell Check](#)
Road reconstruction and intersection improvement



Project on Public Site

- Approved TIP tab is always the latest approved version – but Admin will show “Pending” approval until next TC meeting

Project Overview Funding History Amendment History

>> Back to Approved TIP

TIP ID	01-00-0030	TIP Document	17-05.1	State Job #		PPS #	
Lead Agency	CDOT	Contact	David Seglin (312) 742-2762	Municipality	Chicago	County	Cook
Project Type	Rail-Highway Grade Separation	Air Quality	Not Exempt	Open to Traffic Year	2017	Total Cost	\$140,892,036
Title	130th St from Torrence to Brainard (CREATE GS-15A)						
Limits	130TH ST FROM TORRENCE To BRAINARD of Distance (mile) .4 BRAINARD From TORRENCE To MUSKEGON TORRENCE From 129TH To 1000 FT S/O 130TH 130TH From CALUMET RIVER To TORRENCE						
Description	130th St from Torrence to Brainard (CREATE GS-15A)						
Website	Project Website						

Segment	Phase	Fund Source	Prior FFY	FFY2017	FFY2018	FFY2019	FFY2020	Future FFY	Total
CON		CMAQ	\$3,300,000	-	-	-	-	-	\$3,300,000
CON		HPP	\$7,200,000	-	-	-	-	-	\$7,200,000
CON		IL Funds	\$44,897,000	-	-	-	-	-	\$44,897,000
CON		Local Funds	\$19,199,000	-	-	-	-	-	\$19,199,000
CON		STP - State Prgmd Urban (ACC)	\$66,296,036	-	-	-	-	-	\$66,296,036
Total Construction			\$140,892,036	-	-	-	-	-	\$140,892,036
Total Programmed			\$140,892,036	-	-	-	-	-	\$140,892,036

Map Satellite

Project Overview Funding History Amendment History

>> Back to Approved TIP

VERSION	PROJECT TITLE	STATUS	APPROVAL DATE
4	17-05.1 2017-2021 ADMIN	PROGRAMMED	PENDING
3	17-00 2017-2021 TIP	PROGRAMMED	.
2	16-03.1 2016-2020 ADMIN	PROGRAMMED	05/12/2016
1	15-00 2015-2019 TIP	PROGRAMMED	6/29/2015

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GETTING HELP Q&A



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Additional Training

- Mini-Sessions
 - Using the eTIP Public Website | Monday, April 10 at 10:30 am
 - Mapping Projects and Attaching Documents | Monday, April 10 at 1:30 pm
 - Generating, Reading, and Understanding Financial Constraint Reports | Thursday, April 13 at 9:00 am
 - Understanding Obligation Information (for non-transit users) | Thursday, April 13 at 11:00 am
 - Completing the TIP Programming Form | Friday, April 14 at 9:00 am
- Review Agency Training | TBD in Springfield



Getting Help - CMAP

- CMAP Staff

Kama Dobbs | 312-386-8710 | kdobbs@cmap.illinois.gov

Teri Dixon | 312-386-8754 | tdixon@cmap.illinois.gov

Leroy Kos | 312-386-8780 | lkos@cmap.illinois.gov

Jen Maddux | 312-386-8691 | jmaddux@cmap.illinois.gov

Russell Pietrowiak | 312-386-8798 | rpietrowiak@cmap.illinois.gov

Barbara Zubek | 312-386-8836 | bzubek@cmap.illinois.gov

- CMAP website: TIP Programmer Resources

<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources>

